



STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING

820 SILVER LAKE BOULEVARD
SECOND FLOOR, SUITE 200, (D570C)
DOVER, DELAWARE 19904

FAX: (302) 744-1200

TELEPHONE: (302) 672-5500

M E M O R A N D U M

TO: All Department and School Fiscal Officers

FROM: Trisha L. Neely, Director

DATE: January 5, 2009

SUBJECT: STATE BUDGET & ACCOUNTING COURSE

Due to inquiries received for another State Budget and Accounting course and a delay with the implementation of the new financials system, we will be offering the course once more. The class will be offered from 8:30 AM to 4 PM on March 24, 31, and April 7, 2009 at the University of Delaware Paradee Center in Dover.

Individuals can register for course the CEP-242, State Budget and Accounting Course through the OMB-HRM Training Office. The registration form and course information can be obtained at <http://www.delawarepersonnel.com/training/index.shtml> under the Career Enrichment Program. There is no cost for the class.

If you have any questions, please contact Lewis Brooks, our Training Administrator, at (302) 672-5524 or Lewis.Brooks@state.de.us. If you have questions concerning the registration process, please contact Jamie Summerfield at 302-577-8977 or Jamie.Summerfield@state.de.us.